

Turner Job Corps Center



“Home of the Wildcats”

Student-Employee Handbook

(Revised December 2007)



TURNER JOB CORPS CENTER

Our Vision Statement

Changing lives by promoting the growth and development of each individual within a Core Values driven culture

Our Mission Statement

We will realize our Vision by:

- ✓ Maintaining a safe and secure environment
- ✓ Providing quality services that ensure personal growth, development and viable career opportunities
- ✓ Maximizing individual potential through continuous assessment, adjustment and accountability
- ✓ Utilizing our collective resources to achieve desired center outcomes
- ✓ Celebrating success!

Our Core Values

INTEGRITY

- Be trustworthy
- Honesty at every level

GROWTH

- Learn to let go
- Embrace change
- Celebrate success
- Continuous learning
- Promote innovation

RESPECT

- Listen for meaning
- Be approachable
- Value each person
- Challenge assumptions
- Open, clear and honest communication
- Express appreciation for work well done

INDIVIDUAL ACCOUNTABILITY

- You are responsible for your actions
- Follow through with your commitments
- View obstacles as opportunities
- Be Proactive
- Have Fun!

SAFETY

- Physical and emotional safety are the top priority
- Responsible communication will be protected
- Maintain a “Drug Free Zone”

COMMITMENT

- Model Core Values
- Exceed expectations

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Turner Job Corps Center



Dear New Student-Employee,

Congratulations on your acceptance into Turner Job Corps Center. It is my pleasure to welcome you to the Turner Job Corps family! You have made a wise decision in coming to Turner. There are many opportunities here and it is my sincere hope that you will take full advantage of all that we have to offer.

This Student-Employee Handbook is designed to give you a brief overview of the Turner Job Corps Center. You will find the Handbook useful in the months to come. It contains information you will need to reference throughout your enrollment, such as:

- Center rules and regulations
- Recreation information
- Career Technical Skills training opportunities
- How to get mail and packages
- How friends and family can reach you
- How to get medical care
- When and how much you will be paid
- What to expect in academics
- Who to see for help

During the Introduction to Center Life Program, staff members will explain how the center operates and what is expected of you. If you have questions at any time, please ask!

The road ahead will not be easy. There will be challenges to overcome, but you will not be traveling it alone. My staff and I are here to give you the support you will need to overcome any challenge that comes your way. I would like to wish you the best of luck on pursuing your career. I truly hope you are excited about starting the journey to build a successful career and productive life. Thank you for choosing Turner Job Corps and welcome to the family.

Sincerely,

Steven Belk,
Center Director

DIRECTORY

POSITION	Phone Ext.	Building Number
Academics Manager	861	9704
Administrative Director	849	2000
Career Counseling Supervisor	898	2001
Career Preparation Program Manager	346	7143
Career Transition Services Manager	347	1604
Center Director	820	1604
Center Standards & Incentive Manager	857	4114
Construction Cluster Manager	847	5558
Construction Cluster Supervisor	847	5558
Data Integrity Quality Assurance Manager	853	2000
Director of Career Development	122	9704
Director of Community Services & Outreach and Admissions	230	1604
Equal Opportunity Officer	851	2000
Finance Manager	836	2000
Food Services Manager	865	4808
Human Resources & Center Communications Director	851	2000
Life Skills Director	823	2001
Independent Living Manager	862	2001
Residential Parenting Manager	826	7148
Maintenance Manager	863	1605
Property Manager	867	2108
Recreation Manager	322	9701
Safety & Transportation Manager	871	4008
Security Manager	870	7150
Service Cluster Manager	861	9704
Service Cluster Supervisor	436	9704
Student-Employee Government/Leadership	886	2102
Wellness Center Administrator	810	7144



Turner Job Corps Center



STUDENT-EMPLOYEE AFFIRMATION LETTER

I (Print Name) _____, have received and reviewed a copy of the Turner Job Corps Center Student-Employee Handbook.

I understand the entire Handbook will be reviewed in detail with me during my first week on center, in Introduction to Center Life. I will have the opportunity to ask questions and address any concerns at that time.

I understand entrance into Job Corps is a privilege and my success will be dependent on my willingness to be committed, focused, and follow center rules and regulations. My signature below is to affirm my commitment to obtain my Academic and Career Skills completion; ask for assistance when I need it; and abide by all center rules and regulations.

Student-Employee Signature

Date



What You Need To Know About Life At Turner Job Corps Center

STUDENT-EMPLOYEE DRESS CODE



General Rules:

1. Daily personal hygiene is required.
2. Student-Employees are required to wear issued work attire.
3. All clothing must be appropriate for gender, neat and clean, and worn properly at all times. Articles of clothing may not be worn inside out. Shirts must be tucked in.
4. Pants must be worn appropriately (belted at the waist).
5. Gang-related clothing and activities are prohibited (i.e. flagging, pant legs rolled up, bandanas, etc.).
6. No clothing or jewelry with graffiti or promoting sex, drugs, violence, tobacco, or alcohol is permitted.
7. Provocative clothing is prohibited (i.e. no see-through clothing, slit skirts above the knee or shorts above mid-thigh, no spaghetti straps or any clothing that reveals personal parts of the body.)
8. Undue body exposure is not acceptable (midriffs must be covered at all times).
9. Facial (eye, lip, nose, etc.) or body piercing are not allowed at any time for health and safety reasons.
10. Hair must be neat at all times (flatly braided, pony tail or cut) no eccentric hairstyles or coloring, no designs in hair or eyebrows. Combs/picks are not to be left in hair.
11. Female student employees may only wear two earrings per ear on the ear lobe. Earrings may be no larger than a silver dollar. Male student employees may not wear earrings during the training day. Hats must not be worn in the building unless safety regulations require it. Hats must be worn straightforward. Sweatbands and

- headbands are only to be worn during activities such as basketball, flag football, soccer, etc.
12. Job Corps ID's must be worn and visible at all times.
 13. Portable radios, CD players, tape players, game boys and/or any other video games, mp3, iPod and headphones are not to be used or carried during the training day.
 14. Book bags & backpacks are not to be removed from the dormitory. Plastic, clear, or mesh backpacks are allowed during the workday.
 15. Cellular phones are to be utilized only during lunch or break time. All cellular phones should be off during the training day, except for the times mentioned above.
 16. Non-prescription sunglasses are not allowed inside any building.
 17. Do rags are not permitted outside of the dorm.
 18. Appropriate shoes are required at all times. Bedroom shoes, slippers, or flip-flops are not permitted outside the dorm.
 19. Pajamas, nightgowns, and bathrobes are not permitted outside the dorm.
 20. The entire work uniform is required to be worn properly in the Career Technical Skill Classes and job sites (i.e. safety goggles, hard hats. etc.)
 21. Clothing and accessories associated with witchcraft, occult or satanic activities are not permitted. Bizarre apparel (dog collars, spiked cuffs/rings, chains, etc.) is not permitted.
 22. The Center Director reserves the right to determine that any particular article of clothing or accessory is inappropriate.



MAIL

Your relatives and friends can write or send packages to you at the following address:

_____ _____ _____ _____	<input type="checkbox"/>
<p>YOUR NAME & DORM TURNER JOB CORPS CENTER 2000 SCHILLING AVENUE ALBANY, GEORGIA 31705</p>	

Be sure to tell them:

To make sure your name is clearly placed on the envelope or package.

They **MUST NOT SEND CASH in the mail.** Job Corps will not be responsible for cash lost in the mail. **Please send money orders.**

You can pick up your mail and packages at the mailroom, which is located in Building 1604. You can also purchase stamps at the mailroom during business hours.

MAILROOM HOURS ARE:

MONDAY 3:00 PM until 6:00 PM

TUESDAY THRU FRIDAY 4:00 PM until 6:00 PM

SATURDAY 10:00 AM until 2:00 PM



HOW TO CONTACT THE CENTER

THE MAIN TELEPHONE NUMBER IS (229) 883-8500

My CPP Counselor's name: _____
 Ext. _____ Cell phone: _____
 My dorm is _____ Ext. _____
 Independent Living Advisor's Name: _____

Who do I see?

<i>QUESTIONS ABOUT</i>	<i>Who To SEE?</i>	<i>Where/Location?</i>
Class Schedule	Scheduling Clerk	Academic Office
Error On Class Cut List	Instructor	Classroom
Going Home	Career Counselor	Counseling Office
Personal Problem	Career Counselor	Counseling Office
Medical Issues	Nursing Staff	Wellness Center
Mail, Packages	Mail Clerk/Mail List	Building 1604
Off Center Pass	Independent Living Department	LSA-Dorm
Dorm Concerns	Independent Living Department Independent Living Advisor Independent Living Supervisor Independent Living Manager	Dorm Dorm Dorm Building 2001
Work-Based Learning	Work-Based Learning Specialist	Building 1604
Off Center Job	Leisure Time Employment	Building 2001
Recreation Trips	Posted Schedules Or Recreation Staff	Center Wide Or Gym
Career Planning	Career Counselor	Counseling Office
EEO/Sexual Harassment Complaint/Concern	EEO Officer	Academic Office
Pay	Records Staff	Building 2000
Legal Issues	SHRO	Building 4114
Issues About Career Technical Skills	Construction Cluster Instructor Construction Cluster Supervisor Construction Cluster Mgr.	Classroom Construction Cluster Trailer
Issues About Academics/GED/HSD	Service Cluster Instructor Service Cluster Instructor Service Cluster Manager	Classroom Academic Office Academic Office
Food Accommodations	Food Service Manager	Cafeteria
Learning Accommodations	Career Training Director	Academic Office
Ideas For Improving Student- Employee Services	Student-Employee Government Association (SGA)	SGA Building
College	Act Coordinator	Academic Office
Peer Pressure/Bullying	Any Staff Member	Center Wide
Phase/Incentive System	SHRO	Building 4114
Discipline System	SHRO	Building 4114
Security Issues	Security Manager	Building 7150

WELCOME HOME

LIFE SKILLS

The Life Skills Department includes each of the following departments:

- Independent Living (Dormitories)
- Recreation & Avocation
- Residential Parenting Program (RPP)
- Career Preparation Program (CPP)
- Center Standards & Incentive Office (SHRO)

The Life Skills Management staff include the Life Skills Director, Independent Living Manager, Independent Living Supervisors, Residential Parenting Manager, Residential Parenting Supervisor, CPP Manager, Recreation Manager, Recreation Supervisor, Manager of Student Human Resource Office (SHRO), and Administrative Staff.

INDEPENDENT LIVING DEPARTMENT

The Independent Living Department is one of several departments in the Life Skills area of the Turner Job Corps Center. The center has two male dormitories (4802, and 4803) and two female dormitories (4804 and 4805). We also have two co-ed dormitories, which are considered the Honor Dorm (4806) and CPP (4800). New student-employees are housed in the **Career Preparation Period Dormitory (4800)**. The mission of Turner's Independent Living Department is as follows:

- ⇒ Ensure a clean, positive, safe and secure living environment.
- ⇒ Foster an atmosphere that will encourage open communication between staff and student-employees.
- ⇒ Project a sense of ownership, pride and respect.
- ⇒ Enhance/utilize the capabilities and talents of staff and student-employees.
- ⇒ Foster a team atmosphere among staff and student-employees.
- ⇒ Assist student-employees to reach their full potential as it relates to living independently while in the program and after graduation.

During your stay, the Independent Living Department's goal for you is to ensure that after you leave Job Corps you can function and live independently. This involves specialized training in proper hygiene and health, dressing for success, good money management, learning about diversity, and many others.

INDEPENDENT LIVING ADVISOR

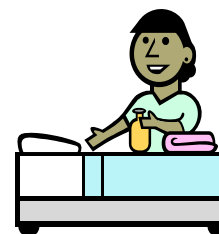
The Independent Living Advisor (ILA) is considered your supervisor and is in charge of your dormitory floor and enforces the center and dormitory rules. They will train you on how to keep the dormitories safe, neat, clean and sanitary. They also expect you to follow the dormitory rules. Each dormitory floor has an Advisor. It is important that you become familiar with your Independent Living Advisor and that you're Independent Living Advisor becomes familiar with you.

The Residential Living Student-Employee Subcommittee holds monthly meetings to discuss ways to improve the Independent Living Department. All student-employees are encouraged to join and bring their ideas to the meetings. If you cannot attend, all suggestions can be placed in the suggestion boxes located at the Independent Living main office in building 2001.



Now, let's review the guidelines and rules for dorm life.

DORMITORY FACILITY STANDARDS



Dormitory Clean Up!

Turner Job Corps will be your home for the next year or so, and just like you would help with the cleaning at home, we expect you to help keep your room and the dorm clean. Your dormitory and dormitory room will be inspected daily. The following represents requirements for daily room standards and cleanliness:

- Two sheets, pillow case, mattress cover and clean comforter
- All beds made properly and consistently
- Waxed, buffed and high shined floors
- Cleaned windows, window sills, and ledges
- Entire room dust free
- Desk and all items organized
- Clean corners, edges, and baseboards
- Organized and clean locker
- No foul odor in room
- Clean curtains and blinds
- No bugs in light covers
- Clean doors and door frames
- Clean trash can with trash liner
- No graffiti inside your locker, walls, and bulletin boards

- No unauthorized pictures and items on wall.

Locker Inspections:

For wellness and safety reasons, Life Skills Advisors will conduct frequent, unannounced locker inspections. You will and must be present for the inspection. Lockers are required to be neat, clean, odor free and contain no unauthorized items. The inspections are conducted in order to ensure that Job Corps environmental health and safety standards are being maintained. The following are steps to good locker hygiene:

1. Hang or fold clean clothes
2. Keep dirty clothes in a laundry bag
3. Organize personal hygiene items. For example: soap, detergent, toothpaste, etc.
4. Choose pictures and posters that will not offend others. No pornography, alcohol, drug or gang related material.
5. Unauthorized goods and open food containers are prohibited.
6. No graffiti.

Weekend Passes



Student-Employees must sign up for weekend pass on Sunday with ILA. Student-Employees will be denied a pass for the following reasons:

- (1) Minor with restricted Parental consent.
- (2) Issue with Wellness and needs to be on center for medical reasons
- (3) On restriction/probation through SHRO or is on Phase 1
- (4) On Absent Without Leave (AWOL) or Temporary Unaccounted For (TUF) in the last 30 days or has accumulated 10 or more AWOL days in a 6 month period
- (4) Minor and is not traveling home for the weekend
- (5) Any other reasons as deemed appropriate by the Center Director.

The pass List is sent out to ALL Turner Staff by noon on Wednesday of each week. Student-Employees will have until noon Thursday to clear any issues with their pass restriction through the department who has denied their pass.

All passes for minors who do not have an unrestricted parental consent on file will not be entered into CIS until the parent arrives at the front gate to pick them up.

If a parent comes to pick up a minor student-employee who has been restricted to the center, the ILA/Supervisor/Counselor will meet with the parent and explain the Center's policies and document in case notes the Center's request that they assist us in modifying the student-employee's behavior by allowing the student-employee to remain on center. If the parent

chooses to transport the student-employee off center, the student-employee's weekend pass will be entered into the system with the parental pick-up.

Student-employees who are not on the official pass list will not be allowed to board Center transportation.

Student-employees who are not on the official pass list will not be allowed to exit the Center.

To leave Center on a weekend pass, the student-employee must possess a Turner ID and a weekend pass.

Regardless of phase or parental consent status, no minor will be issued a weekend pass unless staff has verified that the student employee is traveling home for the weekend.



RESIDENTIAL PARENTING PROGRAM

The Residential Parent Program began in March 1991 and since that time more than 500 parents and over 500 children have been involved in this program. The program's philosophy is "To educate and train parents on quality parenting skills and help parents develop independent living skills to help them to be successful in life".

The Residential Parent Dormitory consists of 40 apartments, 32 of them will accommodate a parent with one child and 8 of them will accommodate a parent with two children. There is a student-employee and guest lounge, movie room, fitness room, playground, children's playroom and laundry facilities in the dormitory area for the parents' convenience.

While the parents attend classes, their children participate in the Head Start program that is located across from the parent dormitory area. The parents are able to participate in weekly nutrition classes and parenting classes to assist them in being a successful parent and employee.

NON-RESIDENT PROGRAM

Student-employees enrolled in the Non-Resident component of the Turner Job Corps Center consist of student-employees who reside within commuting distance to the center, mostly from within the immediate Albany area.

Non-Resident student-employees are involved in all aspects of the Job Corps Program including but not limited to adhering to the Center's Dress Code, Career Assessment Panels, individual and group counseling sessions, Career Success Skills training and Group Meetings. Non-Resident student-employees may leave the center after the training day. Although non-resident student-employees are not required to participate in evening and weekend activities, they are strongly encouraged and welcomed to do so.

Non-Resident student-employees are encouraged to participate in all aspects of the total program in order to gain full benefit. This includes such activities as Student-Employee Government Association, team sports, and related activities.

RECREATION/AVOCATION DEPARTMENT

The Recreation/Avocation Department provides quality and diversified activities on and off center, mostly during the student-employee's leisure time. The activities include Intramural (seasonal) games, cultural events (plays, concerts, tours), special sports events, participation in community services, volunteering and extra curricular activities. All activities conducted through the Recreation/Avocation Department are designed to support and reinforce Independent Living Skills, Leadership, Career Success Skills, Sportsmanship, and Employability Skills.



ACTIVITIES

The Recreation/Avocation Department provides diversified activities for all student-employees after class time, weekends, and holidays. The Recreation/Avocation Department holds its Recreation Aide Committee meeting bi-weekly. All student-employees are encouraged to join and bring their ideas to the meetings. If a student-employee cannot attend, all suggestions can be placed in the suggestion boxes located at the Recreation facilities.

Some of the activities offered on center are:

Arts & Crafts	Basketball	Soccer	Movies
Table Tennis	Billiards	Step Team	Dances
Foosball	Intramurals	Golf	Bingo
Flag Football	Swimming	Video Games	Contests
Talent Shows	Drama Club	Aerobics	Dominoes
Card Games	Tennis	Weight Lifting	Magazines
Cheerleading	Dance Teams	Shuffleboard	
Pageants	Holiday Activities	Birthday Parties	
Checkers	Field Day Activities	Volleyball	

*Including Inter-Conference/Divisional/Regional Competitions!



Some off-center activities offered include:

Putt-Putt	Bowling/Skating	Fishing
Concerts	Museums	Plays
Camping	Amusement Parks	Tours
College Games	Fairs	Community Centers

Turner also boasts both male and female traveling Varsity Teams which include: Basketball, Softball, Volleyball, Soccer, Track & Field, Cheerleader Squads, Weight Lifting, Flag Football, and Dance Teams.

RECREATION/AVOCATION FACILITIES

George E. Foreman Gymnasium & Sports Arena (9107) – Activities that are available for participation in the gym are:

*Full Court Basketball	(3) Weight Rooms
*Volleyball Court	Male & Female Locker Rooms
*Female Fitness Center	Music Equipment
*Outdoor Basketball	Weight Balls
*Punching Bag	Trophy Cases Featuring Athletic Teams

All student-employees must sign-in when entering the facility and present their student-employee ID card to checkout equipment. Weekly dances are also held in the Gymnasium.

RECREATION INFORMATION

For more information about recreational activities, check the bulletin boards in the dorms, cafeteria, classrooms, and in all recreational facilities. Student-employees will also be notified about special happenings by the dorm agenda and other special notices will be posted throughout the center. Information can be found in the following:

- Weekly Activity Calendars
- Monthly Calendars
- Weekend Activity Calendars
- Business Meeting Announcements
- Special Activity Flyers
- Recreation Newsletter

WATER SAFETY

All student-employees are required to take a water safety test. This test is designed to teach you how to safely conduct yourselves in the water. The test consists of a video and a short quiz. Those student-employees who wish to take advantage of our outdoor pool MUST take an actual swimming test in order to get in the pool. If you cannot swim at all, you must remain in the shallow end of the pool. Swimming lessons are available.

LEISURE TIME EMPLOYMENT



The bi-weekly stipend you receive from Turner is meant to assist you with purchasing your personal items. Oftentimes, student-employees have other financial obligations and need to secure employment to meet those obligations. To assist our student-employees, we have created a Leisure Time Employment Program (LTE). As a participant in this program, you will have the opportunity to help your community, learn work skills and behavior, make new friends and earn money. Most of all, you can gain work experience in a actual workforce. Make the most of this opportunity. Your supervisor and everyone involved are working to help you. This program is reserved for those student-employees who meet the

following criteria:

- No AWOLS or TUFs.
- 90 Days or more on center.
- No major write ups and no more than 3 minors within the past 90 days.
- Student-Employee Evaluation Panel scores must be passing within the last 90 days (at least a score of 3.8).
- No absences from Dorm Meetings within the past 90 days.
- No unexcused absences from class within the past 90 days.
- Maintain positive progress in classes.

If you qualify, you may obtain an application to participate in LTE from the Life Skills Secretary in building 2001.



YOU HAVE A VOICE STUDENT-EMPLOYEE GOVERNMENT ASSOCIATION

The purpose of this organization is to create unity and to develop strengths that are essential for young adults to become productive leaders in society. This organization is committed to producing leaders that will have a significant role in this and other organizations. The Student-Employee Government Association will assist Turner student-employees in their endeavors to render greater services to the community and to represent the student-employee population in all matters concerning them.

OPPORTUNITY FOR ALL STUDENT-EMPLOYEES

Student-employees have the opportunity to participate in the Center's Student-Employee Government Association. Student-Employee Government committees make proposals for new activities, suggest new ideas and help work on problems as they develop. All student-employees are encouraged to join the student-employee subcommittee of their choice. The following is a list of subcommittees:

**Independent Living ♦ Career Training ♦ Food Service ♦
Safety & Security ♦ Recreation & Avocation ♦ Youth Advisory
Student Human Resources Office ♦ Health and Wellness**

CRITERIA FOR HOLDING A POSITION ON SGA

- Must not have received a major negative in the past 45 days.
- Must be enrolled in the program for at least 90 days.
- Good classroom performance and with at least a 3.0 evaluation average.
- Must attend all SGA meetings unless excused.
- Must have completed Basic Leadership Training.
- Must be planning to remain in the program for at least six months after the election.
- Must have completed all required courses or received one (1) letter of recommendation from your Instructor, Standards, Vocational, Academics and Independent Living areas.
- Must submit an evaluation and letter of recommendation from your Career Counselor.
- Must be willing to let SGA take preference over all other extra curricular activities.

Although you may not be interested or elected to serve on SGA, all student-employees wishing to make recommendations for improvements and/or changes in policy and procedures can do so through SGA. The normal method for any student-employee to participate in modifying center rules includes the following steps:

1. Submit your suggestions either orally or in writing to your SGA Representative.
2. Your SGA Representative will submit the idea at the SGA meeting for review and consideration.
3. SGA will vote on your suggestion and will present it to the Center Director.
4. Center Director will respond in writing to the SGA.
5. Your SGA Representative will announce the response in the weekly group meetings held in the dormitories.

Contact your SGA
tjccsga@yahoo.com

STUDENT-EMPLOYEE RIGHTS AND RESPONSIBILITIES

As a student-employee of Turner Job Corps Center, you have certain rights. Along with these rights comes the responsibility of not infringing on the rights of others:



RIGHT

To an education

To be safe and secure

To be treated with respect

To express your feelings/opinions

To ask for and receive help

To be heard

To make your own decisions
and goals

RESPONSIBILITY

Help maintain a learning atmosphere in
classes that allows others to obtain an education.

Help maintain a safe environment and
ensure your actions do not endanger the
safety or security of yourself and others.

Treat others with respect.

Allow others to express their feelings and opinions
without interrupting or criticizing. Follow the chain
of command.

Respect and support other student-employees when
they ask for help. Help them feel comfortable about
asking questions.

Be sure that your actions do not keep
others from being heard. Use your voice in a
positive way. Utilize your SGA.

Investigate all options before making
decisions and be willing to live with the
consequences.

**ZERO TOLERANCE OFFENSES FOR WHICH YOU MAY RECEIVE A
DISCIPLINARY DISCHARGE FROM TURNER JOB CORPS WITHOUT BEING
PRESENT FOR A BEHAVIOR REVIEW PANEL**

- Possession of gun or illegal weapon on center or under center supervision.
- Physical assault that causes bodily harm to student-employee or staff.
- Sexual assault of a criminal nature.
- Robbery and extortion.
- Arson
- Arrest for a felony on or off center.
- Possession, distribution or sale of an illegal drug on or off center (felony or misdemeanor)
- Conviction of drug use, possession, or sale on or off center (felony or misdemeanor).
- Use of drugs as evidenced by a positive drug test conducted by the end of the initial probationary period (prior to 45 days) or anytime thereafter. If the initial drug test was negative, and the student-employee is later tested upon suspicion, the student-employee will be scheduled into TEAP and given 38-45 days to “clean up”. Prior to the 45th day, the student-employee will be re-tested. If the test is again positive, the student employee will be automatically separated from the program.

GRIEVANCE PROCEDURES

If a student-employee disagrees with the disposition of a minor (Level III) Negative Incident Report, they can appeal as follows: First to the Center Standards Incentive Officer and then to the Center Director. The appeals must be written.

For serious (Level II) Negative Incident Reports, a Behavior Review Panel is required. As part of the Behavior Review Panel, the student-employee is offered the opportunity to submit a written appeal, within 24 hours, to the Center Director.

If a student-employee is dissatisfied with the Center Director’s decision, they can submit a written appeal to the Department of Labor Job Corps Regional Office. The Regional Office’s address is:

Department of Labor/Office of Job Corps
61 Forsyth St. SW Room 6T95
Atlanta, GA. 30303

It is also possible for the student-employee to file a grievance with the Council on Vocational Education.

Council on Vocational Education
41 Perimeter Center East, NI, Suite 640
Atlanta, GA 30346
(800) 917-2081

If a student-employee has a complaint about services provided or any administrative matters, they should address the chain-of-command for the responsible department. They would go to the immediate supervisor, then the manager, and finally to the department director. If they are still not satisfied they should contact or go to the Center Director and then to the Regional Office as indicated above.

EQUAL EMPLOYMENT OPPORTUNITY & SEXUAL HARASSMENT POLICY

Turner Job Corps Center is committed to the safety, security and comfort of every student-employee. We will not tolerate incidents of discrimination or sexual harassment. Sexual harassment can come in many forms. It usually involves inappropriate touching of a sexual nature but sexual comments, jokes and rumors can also be a form of sexual harassment. Both sexual harassment and discrimination on the basis of race, religion, sexual orientation or gender are against the law. Any student-employee or staff found guilty of sexual harassment or discrimination is subject to disciplinary action up to and including termination from the program. If you would like more information on sexual harassment or discrimination or if you feel as you are being sexually harassed or discriminated against, you should contact the EEO/Sexual Harassment Officer. The EEO Officer can be located in the Academic Office.

VOTING RIGHTS

Student-employees who are 18 years or older have the right and the responsibility to vote in local and national elections. We strongly encourage all student-employees to take advantage of the privilege to vote. Those who are of age and would like to register to vote can do so in the office of the Director of Outreach and Community Service located in building 1604. Transportation arrangements will be made to ensure that every registered student-employee is allowed to vote in every election for which they are eligible to vote.



ACCESS TO RELIGIOUS SERVICES

All student-employees have the right to have access to religious services. There are several local place of worship that offer transportation to Sunday service and/or Bible study. The center also offers transportation to local places of worship on a weekly basis. If you are interested in attending religious services, you will need to see the Independent Living Manager in building 2001.

JOB CORPS PAY AND ALLOTMENTS



Once you have been enrolled as a student-employee, you will start to earn money. As a student-employee, you are actually considered an employee of the federal government. The cost for your housing, food and education is approximately \$32,000 per year. This is what we consider to be your annual salary, and we request that you do the same. Consider that from your salary you would deduct the cost of what would be your rent, meals and trade school tuition, and so forth. After these items are paid for, you receive a living allowance.

There are also other ways that you can earn money. They are as follows:

*Arrival Pay

*Transition pay

*Bi-weekly

ARRIVAL PAY

Before your regular pay starts, Job Corps will issue arrival pay of \$25.00 to all newly enrolled or re-enrolled student-employees.

BASE PAY

From 1-56 days, your base pay will be \$25.00 per pay period. You will receive approximately \$23.01 every two weeks after taxes.

From 57-112 days, your base pay will be \$30.00 per pay period. You will receive approximately \$27.67 every two weeks after taxes.

From 113-182 days, your base pay will be \$40.00 per pay period. You will receive approximately \$37.11 every two weeks after taxes.

After 183 days, your base pay will be \$50.00 per pay period. You will receive approximately \$46.03 every two weeks after taxes.

(Student-employee pay will be issued beginning at 2:00 p.m. every other Tuesday. There will be no early pay allowed prior to this day and time). Student-employees who are not present for normal pay will be paid on the following Wednesday during student service hours. If you miss out on both scheduled times, you will be paid what you are owed on the next payday.

Each pay day you will receive a Statement of Earnings and Leave, similar to what you will receive as an employee after you leave Job Corps. This will help you keep track of all the benefits you are receiving through the Job Corps Program. Any accumulated AWOL days or unpaid administrative leave will be deducted from your base pay. It is suggested that you keep your pay stubs.

CHILD ALLOTMENTS

If you have a dependent child/children, you can also arrange to send money for their care every two weeks. With documented proof (Birth Certificate, Social Security Card of person receiving allotment) of the dependent, you can choose to allot money (either \$5.00 or \$10.00) that is matched by the Job Corps at a rate of five times the amount that you choose. This means that if you allot \$5.00 per pay period, then your child will receive a \$30.00 check. If you choose to allot \$10.00, your dependent will receive a \$60.00 check. After 57 days in the program, you can even increase your allotment to \$15.00, so your dependent will receive a \$90.00 check. The Job Corps as a payroll deduction will collect your share automatically from your bi-weekly pay or from your transition pay upon separation from the program.

TRANSITION PAY

If you earn a GED or High School Diploma, you will get transition pay when you leave the Job Corps program in the amount of \$250.00 minus taxes and any deductions acquired. The center does not recognize any GED or High School Diploma that is not recognized by the State of Georgia.

If you complete your trade you will get transition pay when you leave the Job Corps program in the amount of \$750.00, minus deductions and taxes.

If you leave the Job Corps program with a GED or High School Diploma and you complete your trade you will get transition pay in the amount of \$1,200.00. Your transition pay is considered income and will be taxed.

CLOTHING ALLOTMENT

During your first week, you will receive toiletries and some basic items. You will receive your first clothing allotment of three (3) sets of uniforms; with your second allotment, you may purchase additional uniforms and personal clothing items such as socks, underwear, etc. You are to buy articles of clothing, which will be suitable for on and off center training (not to include protective equipment) with your third clothing allotment.

Following is a suggested list of items to be purchased from clothing allowances:

Hats/caps	Belts	Skirts	Shirts
Slacks	Socks/hosiery	Pants	Jackets

Sweaters	Shoes	Dresses	Coats
Ties	Underwear	Suits	Gloves
Blouses	Scarves	Blazers	Jeans (Welders Only)

Following is a list of unacceptable items to be purchased from clothing allowance:

Tank Tops	Jeans	Radios	Televisions
Daisy Duke Shorts	Tobacco Products	Jewelry	Synthetic Hair Hygiene Products

Clothing allotment is issued each week to those student-employees who are eligible. The amount of the issued is based upon the number of days you have been an active student-employee.

<u>Number of Days</u>	<u>Amount of Credit</u>
75	\$100.00 – Uniforms
180	\$100.00 – Uniforms and personal items
315	\$117.00 – Work approved clothing
480	\$103.00 - Work approved clothing
** 750	\$ 51.00 – ACT/AT only
** 790	\$ 52.00 – ACT/AT only

Note: AWOL days and unpaid administrative leave days (days when you are not here and are out of pay status) count against your time in the program and delay the issuance of your clothing allowance.

**You will be entitled to this issue if you are enrolled in the center's Advanced Career Training (ACT) or Advanced Training (AT).

DATA INTEGRITY DEPARTMENT

Building 2000

Student-Employee Service Hours

**Monday thru Friday - 11:00 am to 1:00 pm
4:00 pm to 5:00 pm**



CASHING MONEY ORDERS

Student-employees can have a cashier's check from a bank or money order cashed at the Finance Department between the hours of: 11:40 AM – 1:30 PM, and 4:00 PM – 5:00 PM, when presenting a valid JC ID card. **No third party checks or personal checks will be cashed. There are no banking transactions conducted on payday.**

CAFETERIA DINING HOURS

Monday through Friday



Breakfast	6:15 AM	to	7:35 AM
*Lunch (1 st) - Academics	11:40 AM	to	12:40 PM
(2 nd) - Vocations	12:50 PM	to	1:50 PM
Dinner	4:30 PM	to	6:00 PM



Saturday, Sunday & Holidays

Brunch	10:30 AM	to	12:30 PM
Dinner	4:30 PM	to	6:00 PM

CAFETERIA “DO’S AND DON’TS”

PLEASE DO:

- Clean the table and remove your tray when you are finished.
- Ask for a sponge or broom if you drop or spill something.
- Tell the kitchen staff if you have a complaint and tell them when you like the food too!
- Enter by the side entrance doors.
- Leave promptly after eating to make room for others.
- Enjoy your meals!

PLEASE DON’T:

- Cut into the line. If you cut in front of someone, you will be asked to go to the end of the line.
- Comb your hair while in the cafeteria and serving line.
- Help yourself. Someone will serve you.
- Go in the kitchen or behind the serving line unless you are a Culinary Arts Student-Employee or a Work-Based Learning Student-Employee who is working in the cafeteria.
- Take food or drinks out of the cafeteria.
- Consider the cafeteria as a “student-employee lounge”. The cafeteria is off limits during the training day except during mealtime.

Please be considerate of your fellow student-employees and staff.

Health & Wellness



EMERGENCIES

In case of an emergency, notify the nearest staff person. They will contact Wellness staff regarding your medical problem. The nursing staff will determine an appropriate treatment for you. The treatment may include your coming to the Wellness Center to be checked or use of non-health medication available in the dorms and classrooms. **Do not leave your training area without notifying a staff person of your medical concern.**

OPEN HOURS



(SICK CALL)

If you are feeling bad you may come to the Wellness Center during **OPEN HOURS** (sick call) from:

7:00 – 7:30 AM – Monday – Friday

4:00 – 7:00 PM – Monday – Friday

Dental Sick Call: 7:50 – 8:20 AM – Monday - Friday

Medication Pick-Up: 7:00 - 8:20 AM – Monday – Friday

There is no nursing coverage on-center during weekends or holidays, but a nurse is on call for the center 24/7. If you become ill, notify your ILA and they will call the nurse on-call regarding your medical concern. The on-call nurse will determine the appropriate treatment for you.

Nurses who will examine and treat your needs conduct sick call. You will be called in the order that you arrived to the clinic. Just like the emergency room, nursing staff will always take care of emergencies first! Minor illnesses will be treated and you will be given a pass back to your assigned area after treatment. If you are too sick to return to your assigned area, you will be placed in the Infirmary for monitoring and further treatment if necessary.

Doors to the Wellness Center will be locked at the end of each Open Hours session. Student-employees in the clinic (before the cut off time) will be seen. Any student-employee arriving after the cut off time must have a pass from a staff person or they will be sent back to their assigned area to get one. **You will not be seen at any other times unless it is an emergency or you have a scheduled appointment.**

MEDICAL APPOINTMENTS

You may request a medical appointment by completing a medical/dental concern request slip. (Slips are available in the dorms). The completed slip will need to be placed in the locked sick call box located outside of the gym at the main entrance. Nursing staff will pick up the requests twice a day Monday – Friday and your appointment will be scheduled within 48 hours. Dental appointments will be scheduled on a priority basis. If your medical or dental problem is of an emergency nature, nursing staff will call you to the Wellness Center for a check-up.



TRAINEE EMPLOYEE ASSISTANCE PROGRAM (TEAP)

The Trainee Employee Assistance Program (TEAP) will provide a model of service delivery that is consistent with the Zero Tolerance (ZT) policy and Career Development Service System (CDSS), and meets the prevention, education and intervention needs of all Job Corps student-employees. TEAP will consist of five components: Assessment - to identify student-employees who need TEAP help and to determine the kind and degree of help needed, Intervention - to develop and implement services to student-employees who use or are at risk for using Alcohol and Other Drugs (AOD), Counseling - to provide support, by using a number of strategies, to student-employees who use or are at risk for using AOD, Relapse Prevention- to develop and implement strategies that help student employees remain abstinent, and Prevention and Education - to offer intense AOD education programs to all student-employees in an effort to prevent onset, reduce and eliminate AOD use.

Turner Job Corps promotes a drug-free workplace. Upon entry, every student-employee will be tested for drugs. Those who test positive will be required to participate in the TEAP program. The program consists of assessment, intervention, counseling, relapse prevention and education. Follow up testing will take place within 45 days for those who test positive on entry. A second positive at any time will result in automatic termination from the Job Corps program. The TEAP program is also available and strongly encouraged to any student-employee seeking assistance in remaining drug-free. If you would like more information on the TEAP program, you should contact the Wellness Center at ext. 321.

TOBACCO USE PREVENTION PROGRAM (TUPP)

TUPP is a program to prevent the onset of the use of tobacco and to promote tobacco free environments and individuals. Activities to bring about awareness of the dangers of tobacco use will be carried out on Kick Butts Day, World No Tobacco Day, Red Ribbon Week and National Smoke Out Day.

Educational classes will be conducted during the Career Preparation Period to make student-employees aware of the dangers of tobacco use.

Smoking Cessation groups will be made available to staff and student-employees on an ongoing basis. Recruitment efforts for groups will be made at least once per quarter. Educational materials on the dangers of tobacco use such as pamphlets and posters will be made available in the Wellness Center, the Library, and the Dormitories.

Weight Improvement Program

Student-employees are encouraged to eat a well-balanced diet and exercise regularly, a weight improvement program is provided for student-employees who need help with weight reduction. The program is provided by the Wellness staff and is available on a voluntary basis as well as by orders of the center Physician. Student-employees who are interested may contact any Health and Wellness Center staff member for details.

MENTAL HEALTH

As a part of Wellness, Turner Job Corps offers basic mental health care. Mental Health Consultants are available to student employees during any phase of the program. On-center services include assessments – to identify student employees who may need assistance with academics, vocational training, and independent living skills; counseling and intervention – addressing a variety of emotional needs, treatment options, and skill development; and crisis management. Off-center services are also available including psychiatric care and therapists.

Student employees are encouraged to contact their counselor, Wellness, ILAs, or instructors if they would like to meet with the Mental Health Consultant.

DISABILITY PROGRAM

Turner Job Corps is committed to serving every student-employee, to include those with disabilities. Our Disability Program Coordinator ensures that the center provides individualized and coordinated services to all student-employees with disabilities. This includes the implementation of reasonable accommodations, formation of an interdisciplinary team, testing for learning disabilities, and the creation of a written success plan for each disabled student-employee. If you need more information about our disability program, you should contact the Wellness Manager at ext. 810.

STUDENT-EMPLOYEE LEAVES

Leave is time away from the center. There are three types of leaves that student-employees may be eligible for (1) Winter and Summer Break (2) Emergency Leave (Administrative Leave). Depending upon circumstances, leaves may be with or without pay. Your Case Manager can assist you with arranging a leave.

EMERGENCY LEAVES

An Emergency Leave is available to student-employees in the event of an unexpected emergency at home. Student-employees may have a total of two occasions of Emergency Leave, which may not exceed more than 10 training days per enrollment year.

An Emergency leave can be granted for: (1) death of the immediate family (which only includes parents/guardian, brother/sister, and grandparent; (2) life threatening illness or injury in immediate family; (3) serious illness or injury to student-employee's child.

Emergency leave situations must be verified by staff member. Government transportation is provided for Emergency Leaves.

ADMINISTRATIVE LEAVES

These types of leaves are made available for student-employees for different reasons, such as Medical and Discipline. The following guidelines apply to these types of leaves.

Administrative Leaves with Pay Allowances: A student-employee is allowed a maximum of 10 training days of paid Administrative Leave during each six month segment of enrollment. See your Case Manager for more details.

Administrative Leave without Pay and Allowances: A student-employee is allowed a maximum of 30 training days on unpaid Administrative leave during each full year of enrollment. Only the Regional director or his/her designee may approve an extension of 10 days. All Leaves must have verifiable documentation. Except in the case of emergencies and Winter/Summer Breaks, all Leaves shall be requested and approved in advance. Leaves shall not be granted as a means of artificially postponing the student-employee's separation date.

Minor Parental Consent Form: All minors must have a signed Parental Consent Form on file authorizing the type passes they may receive.

TURNER JOB CORPS CENTER PARENTAL CONSENT FORM

Date: _____

Parent/Guardian: _____

Address: _____

Date of Entry: _____

Student-Employee ID#: _____

Student-Employee's Name: _____

Home Phone: _____

Work Phone: _____

Emergency Phone: _____

Date of Birth: _____

Social Security #: _____

Student-employees enrolled in the Turner Job Corps Center earn passes to leave the center based on satisfactory attendance and overall good performance. These passes are either for recreation trips, day or overnight passes. Overnight passes were generally granted for the weekends. Student-employees must declare their destination on any pass. Destinations may include home of student-employee, another student-employee's residence or other areas within the local community. **While on pass, the student-employee is not under the supervision of the center staff, and the center is not responsible for transportation, lodging or food.**

Turner Job Corps policy requires that written permission be obtained from the parent or legal guardian before passes can be granted to a student-employee under the age of 18. Please check the appropriate authorizations below and return this form as soon as possible. We must have this letter on file before passes can be granted.

I give permission for the follow passes (**CHECK BELOW**):

_____ 1. Unrestricted day and/or weekend passes within the local community.

_____ 2. Restricted day and/or weekend passes with the following conditions.

_____ (a) Only to return home (weekend passes only).

_____ (b) Day and/or weekend passes with the follow conditions:

_____ (1) Persons authorized to pick up student-employee:

_____ (2) No passes at this time.

_____ (3) Any other conditions:

Student-employee receives a two (2) week break: (1 break during the summer and 1 break during the winter)

_____ (4) I give permission for student-employee to take break away from home

_____ (5) Home Only

In case of a change of address, student-employee will need a notarized parental consent of the change of address.

Notary Public

My Commission Expires: _____

(Seal)

Parent/Guardian Signature

Thank you for your continued support and cooperation. If you have any questions or concerns, please contact Turner Job Corps at (229) 883-8500, ext. 868, Manager of Counseling.



Now that you know about life on Center, let's talk about how we are going to work together to make your dream of a successful career and productive life a reality

READY?

LET's

GET

STARTED

CAREER DEVELOPMENT SERVICES SYSTEM (CDSS)

Job Corps' Career Development Service Systems (CDSS) is a system-wide approach used to help equip you with the knowledge, skills, abilities, and support you will need to be competitive in today's workforce. Our goal is to work with you to identify both your strengths and weakness. With your commitment and participation, we will be able to capitalize on your strengths and build on identified weak area where you have weaknesses. This will allow us to help you reach your full potential in every area. We know that you have the ability to graduate with your GED /High School Diploma and your Career Technical Skill Certification.

We are committed to helping you do just that by providing you with the educational, career technical skills, career counseling and Independent Living skills necessary to support you as you progress towards the achievement of your goals. We will continue to support and guide you through the Career Development Services System.

CDSS includes the four (4) phases as outlined below:

Outreach and Admissions (OA)

This is the recruiting and application phase where you:

- ⇒ Met with you recruiter
- ⇒ Learned details about Job Corps and Life on the Center
- ⇒ Completed an orientation and tour
- ⇒ Learned about the Career Technical Skills and GE/high school diploma options
- ⇒ Completed your applications
- ⇒ Spoke with a Pre-arrival Specialist, who provided you with the details for your arrival

Career Preparation Period (CPP)-

- ⇒ Your first 60 days on center
- ⇒ Center staff and student-employees welcome you to the center
- ⇒ You are acclimating to center life
- ⇒ Work with staff to identify your needs and interests
- ⇒ Receive personal counseling to identify any problems or issues
- ⇒ Begin the career exploration and planning process
- ⇒ Develop your Personal Career Development Plan (PCDP) which serves as a blueprint for all of your Job Corps experiences
- ⇒ Learn basic social, employability and information technology skills
- ⇒ Receive instruction to assist you to obtain a learner's permit, and

visit local one-stop centers

Career Development Period (CDP) –

- ⇒ Student-employees
- ⇒ Pursue your academic and career technical skills goals
- ⇒ Continue to develop Career Success Standards and Information Technology
- ⇒ Develop employability skills
- ⇒ You will learn and practice skills, including communication and customer service, at work sites under the direction of Job Corps employer partners.
- ⇒ Learn how to identify and access support services needed to live independently
- ⇒ Begin the job search process by connecting with Career Transition staff

Career Transition Period (CTP)-

This is the final phase of CDSS, once you graduate from the Job Corps program, you will work closely with your Career Transition Specialist.

- ⇒ To find a job or further your education
- ⇒ Find housing, transportation
- ⇒ Stay in contact with Job Corps including verifying employment
- ⇒ Respond to 6 months and 12 months survey request
- ⇒ Eligibility for support services

Career Success Skills

Career Success Skills (CSS) are employee standards in the areas of social, employability, and Independent Living skills. These standards are designed to help make you more competitive in the workforce. While you are a student-employee at Turner, you will be exposed to different activities and lessons that will help develop your skills in these areas.

Workplace Relationships and Ethics – the ability to productively interact with co-workers and deal with problems and situations with honesty, integrity, and responsibility.

Communications – is ability to listen actively, follow directions, and communicate with others to solve problems and accomplish tasks.

Personal Growth and Development – the personal skills, attributes, and behaviors that foster confidence and drive for life-long growth.

Interpersonal Skills – the ability to get along with others and adjust to a variety of social and professional situations.

Information Management – the ability to interpret and evaluate data, organize and maintain information, and use technology to perform work.

Multicultural Awareness – valuing diversity, practicing cultural sensitivity, and being able to work with people of different backgrounds and cultures.

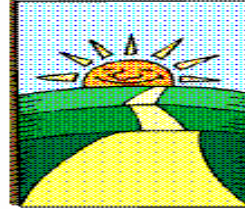
Career and Personal Planning – the ability to develop and implement a personal plan that outlines a step-by-step process for entering and advancing in a fulfilling career.

Independent Living – the ability to find, manage and utilize the resources needed to maintain employment, satisfy physical and emotional needs, and lead a productive life as an independent adult.



Career Preparation Phase

Your Journey Begins Here



Mission!

The mission of the Career Preparation Phase (CPP) is to give each student the knowledge and ability to assess their needs, the tools needed to reach their goals, and the ability to reassess and redefine these goals.

What does that mean?

It means questions and answers to these guiding principles:

1. Introduction to the Center and self:

In other words, why am I here and what can I accomplish?

2. Trust and team building:

Who am I as an individual and as a team member?

3. Goal clarification:

What personal and employability goals have I set for myself and how can I work with CPP staff, Center staff and my peers to accomplish these goals?

4. Personal Commitment:

How committed am I to making positive changes in my life that will allow me to:

- Stay enrolled in the program;
- Accomplish my goals;
- Increase my social and employability skills; and
- Become an employable member of society

Our goal is to create in you a balanced, talented employee. One of the first steps we'll take is to form a Case Management Team – just for you – that you'll meet with throughout the CPP phase. That team will include:

- Your Career Counselor;
- Your Instructors; and
- Your Independent Living Assistant

The CPP Team is here to help you with any individual concerns you might have. Whether it is problems with relationships, emotional stability, physical limitations, health or weight issues, issues with your peers, family, staff, or anything else we'll address it together.

You will be working with your Career Counselor to develop and follow your **Personal Career Development Plan (PCDP)**. This is a plan just for you – that outlines what you want to accomplish during your time here – and later in life.

But I just want to learn a vocation!

Of course you do. And we want you to. But wait. Trust us. There is plenty of Career Skill learning ahead. What comes first is learning how to think, act, and interact in an organized, professional environment like the one you'll soon be a part of in the working world.

What is Expected of Me?

At the end of sixty days, an overall review will be given to see that you've been listening and learning along the way. We'll expect you to show proven abilities in:

- Social Skills;
- Employability Skills;
- Behavioral Skills; and
- **Your Portfolio!** Just about the most important possession you can have.

Introduction to Center Life!

What will the first days of CPP be like? Well, sort of like starting a new job. The schedules at Turner are designed to imitate life in the “working” world. You will be given a complete schedule of activities when you arrive on Center.

Personal and Professional Assessment!

The CPP starts with a time for us to work with you to understand your interests, abilities and personal and professional goals. Some of the activities will be:

- Cultural Awareness
- Anger/Stress Management
- Social Skills Training

- Group Projects
- Resume/Portfolio building
- Learning Styles Assessment
- Pre-GED Testing
- Medical/Physical evaluation
- Test of Adult Basic Education (TABE)

You are required to take the Test of Adult Basic Education (TABE). This is a placement test used to determine which, if any, academic classes you may need to take. Even though you may have a diploma, we want to make sure that your reading and math skills are strong enough to get you the job that you want when you graduate. It is important that you do your best on the TABE test, because you will be placed in classes based on your scores.

Career Exploration!

Next, you'll explore what's involved in your Career Skills training and what's required to enter your Career Skills. Some of the activities you'll participate in are:

Information Technology Learning:

Learn basic computing and keyboarding skills, set up an e-mail account and learn hot sites for jobs and career information.

Hands-On Career Exploration and Job Shadowing:

You actually go to the Career Skills you're interested in to see first hand what to expect. You can visit up to three Career Skills to make sure that yours is the right choice for you.

One Stop visit:

A One-Stop visit will show you all you need to know about the Georgia state employment and training opportunities.

Personal Career Development Plan (PCDP):

We call this a PCDP for short. This is a document that you start after the hands-on exploration and job shadowing activities. This plan becomes your own record of your achievements, a place for you to document and record your accomplishments, progress, goals, training needs, and challenges. As you will learn, this is a very important document!

CPP Completion!

At the end of sixty days, you'll have an overall review and if you pass (and we determine you are ready), you'll move on to the Career Development Phase.



Career Development

Dear Student-Employee:

Congratulations on completing the Career Preparation Phase and welcome to the Career Development phase. Here you will be trained in your selected Career Technical Skill. Our goal is to make sure you:

- Earn your GED/HSD
- Learn critical career skills.
- Continue to develop the eight Career Success Standards
- Earn a driver's permit
- Begin to prepare for transition.

The rewards and accomplishments in this phase are ones you'll proudly record on your Training Achievement Record (TAR) and your Personal Career Development Plan (PCDP).

The TAR and your PCDP will be the tools used to help us meet your individualized needs in all areas on center. It's our pleasure to be a part of the team to assist you in preparing for a successful career and productive life. We are committed to assisting you every step of the way.

Sincerely,

CPP Staff

Career Development Staff

By now you have chosen the Career Technical Skills area you would like to train in and you are ready to start adding to your PCDP.

The mission of the Career Development Phase is to provide you with ongoing learning in Academics, employability skills, career success standards, career skills, work ethics, and practice in your career skills.

Unlike CPP, there is no time frame for completing CDP. Each student-employee has an opportunity to earn his or her High School Diploma or General Educational Development (GED) Diploma.

You will be expected to adhere to the following guidelines as you transition through the CDP Program:

1. You must come to work dressed properly and appropriately. If not in compliance, you will be sent to Property to purchase another uniform. The cost of this uniform will be deducted from your student pay.
2. You must complete 360 hours or 12 weeks of WBL in order to complete the program.
3. You must complete all required skill levels to be considered a completer of this program and participate in graduation. There are no levels of completion; the skill must be completed.

Your Training Achievement Record (TAR) and Personal Career Development Plan (PCDP) will serve as your personal road map through CDP. They will allow you to work at your ability level and capitalize on your strengths and continue to develop any weak areas.

You will be assigned a Case Manager, who will assist you in achieving your goals. Your Case Manager will meet with you on a regular basis to monitor your progress, achievements, behavior management and incentive phase. This meeting will be referred to as your Employee Progress Panel (ESP).

The Career Development Department is made up of the following areas:

- ⇒ Academics (GED & HSD)
- ⇒ Career Technical Skills Clusters
 - -Construction Cluster
 - -Service Cluster
- ⇒ Work-Based Learning (WBL)

General Education Development (GED)

An opportunity to obtain a High School Equivalency Diploma is available to any student-employee who has not earned his/her high school diploma. In the GED program you will:

- 1) Learn at your own pace,
- 2) Prepare to pass the GED by taking classes in the areas covered on the GED exam:
 - a) Math
 - b) Language Arts
 - c) Reading
 - d) Science
 - e) Social Studies
 - f) Language Arts Writing.

Your GED instructors will be working closely with you to ensure that you are ready to take the test. There is no easy way to pass the test. It will require that you are 100% dedicated to completing your class work, studying in your leisure time, and passing the Practice Tests.

Integrity

Maintaining the integrity of the GED test is a top priority for the Academic Staff here at Turner. **Cheating in any form will not be tolerated.** Any student-employee found cheating on the Practice GED, Official GED, TABE or any other exam will be subject to disciplinary action up to and including termination.

New Summit High School (HSD)

Student employees may be eligible for the New Summit High School diploma program, which offers two types of diplomas, a college track and a technical track diploma. Student-employees interested in obtaining their High School Diploma may be eligible if they have at least 18 credits showing on their most recent high school transcript and make at least a 552 on the Reading portion of the TABE test. New Summit is licensed by the Mississippi Department of Education to provide educational and other services and operates a special purpose school in Jackson, Mississippi that is accredited by the Mississippi Department of Education and the Southern Association of Colleges and Schools. ETR has expanded the educational resources by contracting with New Summit and providing the opportunity to qualified student-employees to obtain their “**HIGH SCHOOL DIPLOMA**”.

Requirements: Each candidate interested in the High School Diploma Class will be assessed individually. Student-employees must make a 567 in Reading and a 566 in Math TABE prior to receiving the High School Diploma. If you are interested in the High School Diploma Program, you will need to see your Cluster Training Manager. They will assist you in determining if it is the best option for you.

Driver Education

While in CPP you received the 30 hours of classroom instruction for your driver's license. In CDP you will have the opportunity to complete 6 hours of training behind the wheel. In the state of Georgia, a first time Driver's Education student-employee is required to have six hours of nighttime driving.

Entry into the Driver Education program is open to all student-employees. Student-employees enrolled in trades that require a driver's license to become more employable or who have it listed on their Training Achievement Record (TAR) will be given priority.

Students interested in taking Driver's Education should inform their Career Skills Instructor and Case Manager.

Advanced Career Training (ACT)

Advanced Career Training allows you the opportunity to continue your education at one of the institutions of higher learning. You may qualify for one of the following institutions:

Albany Technical College is one of 24 area technical colleges in operation in the state of Georgia. It offers more than 80 programs and six-degree programs.

Darton College is a two-year public college within the University System of Georgia. The college is authorized to award the Associate in Arts degree (AA), the Associate in Science degree (AS), the Associate of Applied Science degree (AAS) and certificates in over 70 degree programs ranging from agricultural engineering to urban life.

Albany State University is a four-year liberal arts educational institution within the University System of Georgia, offering Bachelors and Master's degrees in over 25 degree programs ranging from art to special education.

Student-employees enrolled in ACT at Turner Job Corps Center in Albany, Georgia attend either Albany Technical College, or Darton College. Student-employees may transfer to Albany State University.

At Turner, you are admitted to the ACT program based on performance. ACT participants are housed on Center and receive regular services (housing, food, medical, recreation, supervision, counseling and other support).

ACT PROGRAM ELIGIBILITY

1. All student-employees must complete their Career Skill.
2. All student-employees entering the ACT must have a GED or High School Diploma.
3. All student-employees must meet the entry criteria of the institution in which they desire enrollment.
4. All student-employees must have good attendance/behavior records.
5. All student-employees must have recommendation from Career Counselor and Career Skills Instructor.
6. All student-employees must have completed the Job Corps Basic Education Program and obtain TABE Reading Score of 567 and TABE Math Score of 566.
7. All student-employees must meet with the ACT pre/post screening panel for recommendation to enter college.
8. All student-employees must be eligible for Federal Student Aid (Pell Grant) or state grants (HOPE).
9. The institution in which they anticipate enrollment must accept all student-employees.

NOTE: Under the maximum enrollment period in Job Corps for ACT, enrollees may be extended for one year beyond the current two-year limitation; however, this extension will terminate if a student-employee leaves the ACT program.

For more information about the ACT Program, please contact Ms. Diana Ray in the Academic Building or at extension 872 or 233.

Work-Based Learning (WBL): The student-employee will get experience and valuable recommendations for your resume. Your Career Skills Instructor will make the recommendation for the WBL experience. **Remember, when you graduate from the program, an employer wants experience. You are getting actual work experience with WBL!**

Your WBL experience is different depending on your level of employability such as your career skills; the availability of jobs and the skills and ability. You will work with the WBL team to find the appropriate WBL site. Transportation to and from the job and assistance in money management are available to every student-employee. You will be required to save a percentage of your paycheck to assist with your transition.

Requirements: You will fill out an application and have an on-center interview. Student-employees are to solicit letters of recommendation from staff members. Prepare for off-center interview.

The WBL Coordinator oversees the program and works to meet all of your needs, including transportation, meals and scheduling. The Coordinator communicates with all on-campus departments and worksite partners.

Career Success Standards (CSS)

Your progress in the CSS and SS is evaluated by your ILA, Career Skills Instructor, Academic Instructor, and Drivers Ed Instructor. They will be evaluating:

<u>Career Skills</u>	<u>Core Values</u>
Multicultural Awareness	Integrity
Workplace Relationships & Ethics	Growth
Communication	Commitment
Interpersonal Skills	Respect
Independent Living Skills	Individual Accountability
Career & Personal Planning	Safety
Information Management	
Personal Growth & Development	

A detail breakout of standards will be a part of your ESP.

CSS training takes place in every area of Center life. All student-employees and staff are required to participate in Career Success Standards.

Career Technical Training Skills (CTT)

Earning certification in your career skill is a major accomplishment. It means transitioning to the Career Transition Phase is only moments away. After you complete your certification through testing, you will meet with your Career Management Team so they can review your progress. From there, any outstanding issues are cleared for graduation from the CDP phase.

You are moving into the Career Transition Phase, and preparing for a job or more education and your life after Job Corps. You're well on your way to earning a good income as a professional, successfully working in a job you like in your career skill.

After completing your academic and Career Technical Training, you can apply on a competitive basis for the Advanced College Training Program. This program allows student-employees to continue to live on campus while pursuing a degree program at one of the local colleges.

Turner Job Corps Center conducts training year-round, with the exception of a 2-½ week Summer break in June/July and another 2-½ week Winter break in December. All courses are open-entry and student-employees can enter the training when they are ready to do so. The courses are self-paced, competency-based, and student-employees progress at their own ability. Each student-employee follows their individual PCDP to accomplish their goals. Programs are completed when all of the sub-courses have been done, and the sub-courses are completed when the student-employee has demonstrated proficiency in all of the required tasks/learning

objectives. Student-employees can therefore complete their programs at any time during the training year.

In addition to the classroom and shop training, student-employees can also participate in work-based learning (WBL). The Career Tech Training program provides work experience on actual construction projects. WBL is also provided by working for businesses in the community. To be eligible for WBL, a student-employee must have a good performance record. WBL must be performed on a job related to the Career Skill the student-employee is studying.



*You won't keep a job if you are
Frequently tardy or absent!*

Practice Punctuality!

Daily Schedule!

Have you noticed that schedules around here are built to be like a workday? So you have a block of classes in the morning – a break – more classes – lunch – more classes – a break – etc. Just like in the workplace.

Training Day Schedule

Block:	Time:	Break:	Academic Lunch:	Career Skills Lunch:
Breakfast in the Cafeteria	6:00 – 7:30 AM			
1	8:00 – 9:25 AM	9:25 – 9:35 AM		
2	9:35 – 11:00 AM			
3	11:00 – 11:55 AM		1 st Lunch Academic	
4	11:55 – 12:50 PM			2 nd Lunch Career Skills
5	12:50 - 2:15 PM	2:15-2:25 PM		
6	2:25 – 3:25 PM			

CTT PROGRAMS OFFERED ON MAIN CAMPUS

There are many Career Technical Training programs to choose from and you will have a chance to visit all of the programs prior to making your final choice. It is important that you select a career skill that you plan to make your career when you graduate from the Turner Job Corps Center. Our student-employees have the option to select a career based on eligibility. Our Career Training Technical offerings are:

Asphalt Paving: This vocation has a basic and an advanced program. The basic program trains on the main campus, while the advanced program travels to other Job Corps Centers to do on site work/training. Enhancement training is also provided on bulldozer operator, backhoe, crane oilier, forklift operator and Class B CDL as a Dump Truck Driver. Completion time is 6 – 24 months depending on the specialties studied.

Brick Masonry: This program prepares student-employees to enter the brick masonry craft. There is an advanced program in Maryland. Student-employees can also receive enhancement training on Ceramic Tile Layer. Completion time is 6 – 12 months.

Business Office Technologies: This program prepares student-employees to provide administrative support to business. Completion time is 6 – 12 months depending on the specialty courses taken.

Carpentry: This program prepares student-employees to enter the carpentry craft and be prepared for an apprenticeship program. Student-employees are prepared for light industrial construction. Completion time is 6 – 12 months.

Cement Masonry: This program has a basic program and an advanced program. Asphalt Paving, the basic program trains on the Main Campus and the advanced program travels to other Job Corps centers to perform work. Completion time is 6 – 12 months.

Visual Communication: This program trains student-employees in visual communication using computers and software. It also provides basic web page design. Completion time is 9 – 12 months.

Electrician: This program prepares student-employees to work in light industrial construction. Graduates may be eligible to enter an apprentice program. Completion time is 6 – 12 months.

Facility Maintenance: This program prepares student-employees to maintain facilities such as apartment houses, office complexes, and schools. Student-employees learn skills in carpentry, cement work, electrical, plumbing, landscaping and HVAC. Completion time is 6 – 12 months.

Food Service: This program prepares student-employees to become a hotel/restaurant cook with additional training in baking. There is an advanced training course available at other Job Corps centers. Completion time is 6 – 12 months.

Health Occupations: This program prepares student-employees to become a Certified Nursing Assistant (CNA). Applicants must be 17 ½ years old, have a Reading TABE score of 540 or better, and a clean criminal background check. Completion time is 6 – 12 months.

Heavy Construction Equipment Mechanic: This program prepares student-employees to repair construction equipment such as bulldozers, cranes, road graders, etc. Completion time is 6 – 12 months.

Landscape Technician: This vocation prepares student-employees to work in the landscaping field as lawn care experts, groundskeepers, and irrigation specialists. Completion time is 6 – 12 months.

Medical Office Technology: This program prepares student-employees to provide administrative support to the medical field. The student-employee completes the foundation sub-course and then takes one or more specialty sub-courses. Completion time is 6 – 24 months depending on the specialty courses selected.

Plastering: This program prepares student-employees to work in the construction field as a plasterer. It has three sub-courses: Stucco Mason, Plasterer Pre-Apprentice, and Plasterer Entry-Level. Completion time is 6 – 24 months.

Welding: This prepares student-employees to work as welders in manufacturing and in construction. There are three sub-courses: Shield Metal Arc Welder, Gas Metal Arc Welder, and Gas Tungsten Arc Welder. The student-employees also have the option of voluntarily learning pipe welding as an enhancement. Completion time is 6 – 12 months.

WORKPLACE EXPECTATIONS

The “Student as The Employee” Expectation!

All staff and student-employees are expected to model workplace behavior at all times. During the training day, you will be expected to be on time for every class and to actively participate in your classroom & shop activities. We are preparing you to enter a competitive workforce where tardiness, absenteeism and inappropriate workplace behavior will not be tolerated. You should consider yourself “at work” during the training day and therefore, your behavior should meet workplace expectations.

Career Transition



Dear Student-Employee:

Congratulations! You have worked hard in the CPP and CDP phases. You owe it to yourself to feel confident about your accomplishments and success.

In this phase you start to look to the future more than ever. While you are in Career Readiness class, you will finalize your Personal Career Development Plan and portfolio, practice interviewing and job search techniques, and plan for your life after Job Corps.

Sounds like a lot! But relax; you also start to enjoy all of your accomplishments. As you work in this phase to plan your future, please remember: you are not alone! You have a great resource here in our offices: computers, newspapers and phones and in the expertise of the specialists who are here to help you.

Sincerely,

Career Transition Staff

Mission

The mission of the Career Transition Phase is to help you complete all aspects of your Personal Career Development Plan, including academics and career skill employability skills. We also help you move to Independent Living and to successful employment.

What's Expected of Me?

Focus on completing your portfolio. Practice interviewing skills. Sharpen your social, employability and living skills such as the law and money management. Work hard to secure and maintain your job in our Work-Based Learning program. Then, of course, look for, get a job and keep it or move to a better career.

Hopefully you know this by now, but we'll say it again. **WE ARE HERE FOR YOU. TAKE ADVANTAGE OF OUR HELP.** Here's who we are:

Work-Based Learning Coordinator: The WBL Coordinator is a source of employment. This person is the one who maintains lines of communication between you and employers, your instructors and employers, and provide you with the supports you may need to find, maintain and thrive in your career.

Career Transition Specialist: This individual will assist you with your resume, job search skills, and career guidance while you are here and after you have left Turner Job Corps. The Career Transitions Specialist will also work with you during the CTP phase to develop and enhance your Independent Living skills by coordinating regular workshops in areas as personal nutrition, buying a car, and maintaining checking and savings accounts.

Career Transition Manager: The Career Transition Supervisor oversees all of the functions and staff of the Career Transition Phase.



Who holds the key to your personal and career



CASE MANAGEMENT

Each student-employee will be assigned a Case Manager based on his/her trade choice. Case Managers assist student-employees with their career planning, Independent Living, and personal issues that student-employees cope with daily. Case Managers play an integral role in helping student-employees learn to co-exist with other student-employees in a diverse, multicultural environment while away from home and on the job.

Case Managers help to develop your Personal Career Development Plan (PCDP). The plan is like a “roadmap” that you will use to achieve your career goals. Your Case managers, along with your career skill and academic Instructors and your Independent Living Advisor, will help you with: resume writing, computer job searches, secondary education information, military service information, identifying road blocks, and helping you to stay focused on your future.

Case Managers are available to see student-employees during breaks, after the training day and on weekends. Case Managers are always in their offices during drop in time from 11:00 – 12:50. If a student-employee has a legitimate emergency, he or she may obtain a pass from their instructor to see their Case Manager after the instructor makes sure that the Case Manager is available. The Case Management Department works closely with staff members from the academic, career skill and Life Skill areas to ensure a well-rounded learning experience for our student-employees.

The role of the Case Manager is very diverse and will play a prominent part in your development throughout your enrollment at Turner Job Corps and after completion of the program. The Case Management department will assist you in tracking your progress while on center.

Personal Career Development Plan (PCDP)

Personal Career Development Plans are each student-employee's road map to success at Turner Job Corps Center. From the time you first met with your Admissions Counselor to sign up for Job Corps to one year after you have successfully completed the program and have been placed on a job, the PCDP will serve as an official guide to achieving the short and long term goals as set by you with help from your Case Manager. Each PCDP outlines goals, personal development assessments, employment histories, strengths, barriers and plans. PCDPs also offer support plans to each student-employee by addressing any challenges or needs as they relate to issues such as childcare, financial issues, housing and safety. Each Case Manager will discuss the PCDP with each student-employee during his/her Evaluation of Student Progress (ESP) Panels, and as needed.

EVALUATION OF STUDENT PROGRESS (ESP)

Evaluations of Student Progress Panels are meetings that you will have with your Case Manager, Career Skills Instructor, and Academic Instructors every 60 days. This meeting is arranged to discuss your progress and performance in academics, vocations, Independent Living, and career success skills, and career planning. Together, you will (1) recommend ways you can improve; (2) re-evaluate goals; (3) discuss other areas relating to your progress and performance; and (4) facilitate a short and long term goal and (5) set a career plan on your Personal Career Development Plan.

Turner Job Corps Center's Student Standards Of Conduct

&

Performance Incentive System



STANDARDS OF CONDUCT FOR STUDENT-EMPLOYEES



Listed below you will find some general rules for student-employees. Please note that this list is NOT ALL INCLUSIVE and is simply meant to give you a general idea of the center's rules and regulations. During your first week on center, the Student Human Resource Office (SHRO) Manager will review all the rules and regulations with you.

1. Student-employees are required to use reasonable care in their use of center facilities and equipment. In addition, regulations relating to safety in the use of center equipment must be complied with at all times. Student-employees are required to pay for damage to center facilities and equipment when damages are intentional or due to carelessness.
2. Student-employees must not harass others by ridiculing, making racial comments, using sexual harassment, criticizing, horse playing or playing practical jokes. These are considered hazing and negative behavior.
3. Student-employees are not allowed to use physical aggression or fighting as means of settling differences, regardless of the situation or reason for provocation. **WALK AWAY!**
4. Student-employees must follow the established center standards of dress and grooming.
5. Student-employees must follow all established center rules and regulations. Persistent disobedience of center rules and serious disruptive behavior will not be tolerated. Student-employees doing so will be referred to a Behavior Review Panel for appropriate disciplinary action and/or termination.
6. Student-employees must have proper authorization (a pass or a leave) any time they wish to leave the center. Failure to obtain authorization prior to leaving the center will result in administrative action and disciplinary sanctions. All student-employees **under the age of 18** must return to center by curfew at all times this includes weekends, except on center sponsored activities. The only exception to this rule is by a parent or an authorized guardian signing the student out.

7. Resident student-employees are not permitted to keep or operate a privately owned vehicle while on center. Non-resident student-employees must park their vehicles in a designated area.
8. Student-employees cannot enter another dorm without the permission of that dorm staff. This is a visitation violation and can result in disciplinary action.
9. Student-employees must obey all local, state and federal laws. Job Corps as well as the appropriate authorities will hold student-employees who are arrested for violation of the law accountable for their behavior.
10. Student-employees are not allowed to have weapons of any kind. This includes firearms, ammunition, any explosive materials, incendiaries, and knives with blades, straight razors, homemade weapons, martial arts instruments, clubs or any type of instrument designed or used to inflict personal injury.
11. Student-employees are not allowed to possess, sell, or use drugs of any kind unless prescribed by the Wellness Center. This includes narcotic drugs, barbiturates, amphetamines, marijuana, depressants, stimulants, opiates, hallucinogens, Niacin and tranquilizers. Possession of drug paraphernalia is also not allowed. Violations of this rule could result in arrest and prosecution.
12. Intoxication and/or negative behavior on center resulting from your consumption of alcohol will not be tolerated. If you are under 21, you may not drink any alcoholic beverages anywhere in the State of Georgia. No alcoholic beverages can be brought on center to consume or sell. Abuse of any substance will result in referral to the Substance Abuse Program. The possession and use of alcohol is prohibited on or off-center for all student-employees. Student-employees who are suspected of alcohol consumption are subject to a Breathalyzer test. Results registering .001 or higher will result in disciplinary action. Refusal to take the Breathalyzer will be considered a presumption of guilt and appropriate disciplinary action will be taken.
13. Center staff may conduct unannounced inspections in order to make certain that Job Corps policies pertaining to unauthorized goods and center health and safety regulations are being observed.
14. Possession, selling, purchasing, or receiving stolen property, shoplifting, vandalism and theft by taking are considered criminal acts. Student-employees charged with and found guilty of such offenses will be prosecuted.
15. Borrowing and/or loaning of money and selling of personal property are against center rules. This includes cigarettes, food, clothing jewelry, etc.
16. Student-employees are not allowed to engage in any type of sexual acts while on center. This includes any public displays of affection, which are inappropriate and belong in private settings, such as student-employees straddling each other on the tables and

benches around center, passionate embraces or kissing. Sexual intercourse on center is prohibited. Student-employees sleeping in the same bed on center are prohibited. Holding hands is acceptable.

17. Gambling is illegal on center. Playing cards during training hours is prohibited.
18. Student-employees are not allowed to have radios, walkmans, I-Pods or CDs with or without headphones during the training day. If taken to class or used on the grounds during class time, they will be taken away until the end of the day.
19. Student-employees are expected to conduct themselves in an orderly and respectful manner while traveling throughout the community.
20. Hitch-hiking is dangerous and is forbidden, as well as taking rides from strangers.
21. Dating (or otherwise seeing each other) between student-employees and staff is absolutely forbidden. Violation of this rule will result in severe disciplinary action for both parties.
22. If you use telephones, pay for your charges and don't attempt to charge your call to this center or someone else without permission.
23. Student-employees are not allowed to have Walkie Talkies while in Job Corps. Student-employees are allowed to have cellular phones but if you are caught abusing the privilege by committing illegal acts or breaking dorm rules while you are in Job Corps, the items will be taken at the Center Director's discretion and sanctions will be given for failure to follow center rules and regulations. Furthermore, cellular phones are not to be used during training hours except on breaks and during the lunch hour.
24. Student-employees must display Turner ID cards and possess them at all times and are required to show them to any staff member or law enforcement official when requested. There is a \$3.00 fee for replacing lost ID cards. Only authorized personnel are allowed to confiscate worn out IDs. Worn out IDs are replaced without charge. Student-employees not in possession of their ID cards will not be allowed to enter and eat in the cafeteria. They will be issued a boxed lunch. Student-employees not in possession of a Turner ID card will not be paid during the normal pay line.
25. Student-employees are not allowed to practice any type witchcraft, ouija board, etc. on center or under center supervision.
26. Appropriate trade uniforms (as required) must be worn as issued to all student-employees in Construction, Wellness, Service and Hospitality trades. All shirts (both male and female) must be tucked in during the training/work day and pants should be pulled up to waist with belt buckle in loops. Shirts and blouses must be buttoned whereby no unreasonable amount of skin is visible (e.g., male/chest, female/cleavage). Student-

employees may not switch pants or shirts with other student-employees or purchase their own. Uniforms must be center-issued. White T-shirts are the only accepted undershirt.

27. Male student-employees may not wear earrings during the training/work day. Female student-employees may only wear two (2) earrings per ear on the earlobe area regardless of how many earring holes they have. Male student-employees may only wear one earring in each ear after the training day. For safety purposes, earrings should not be large and dangling. More trade specific restrictions may be added based on issues of safety and industry standards (such as restriction on wearing necklaces).
28. Facial piercing (eyebrow, tongue, lip, chin, nose and etc.) is prohibited. Body piercing on any other part of uncovered skin is prohibited.
29. No head coverings are allowed (e.g., do rags, bandanas, rollers, combs, picks, head wraps, etc.). Caps issued for construction trades to be utilized under hard hats are allowable. Head coverings as a result of religious beliefs will be considered on a case-by-case basis. Sweat headbands and wristbands may only be worn while playing sports.
30. Males' hair must be clean-shaven, collar length or neatly/flatly braided: no eccentric hair coloring (only natural hair colors people are born with are accepted) or styles for male or females as deemed inappropriate by the center; no razor designs in eyebrows or hair; no ponytails for males. Dread locks, twist, plaits are not allowed for female or males, "Stick-Ups" or wild, unkempt hair styles will not be allowed for males or females during the training day. Males are not to wear curls or weave. Females or males are not to wear yarn extensions.
31. Undergarments, including bras for females, must be worn at all times. Underwear for both male and female student-employees must be covered at all times.
32. Hats must be worn turned to the front at all times.
33. Prohibited activities: Acts of violence, animal sacrifice and performance of curses, hexes, or other actions intended to harm others, public nudity, acts of self-mutilation or infliction of bodily harm, use or display of weapons, exclusion by race, ethnicity, color, or national origin, sexual acts.
34. The center will provide student-employees with access to legal assistance when charged with a felony or misdemeanor. The center will also assist student-employees in resolving minor legal obligations and civil fines or court-ordered restitution. (Student-employees will not receive more than \$250.00 for personal advances).
35. If a student-employee refuses any part of the entrance physical examinations not subject to waiver he/she is subject to disciplinary discharge from the program.

36. Any outstanding student indebtedness, which is un-collectible at time of separation, shall be established as a receivable against the student's account, to be collected if the student re-enters the program.
37. Center imposed disciplinary fines may be collected from the student after the student receives his or her bi-weekly living allowance, not to exceed \$5.00 per pay period.
38. Centers may issue personal advances to student-employees to help satisfy pressing financial obligation(s), such as a court fine, bail bond, clothing, or other personal needs. Such advances shall not exceed \$250.00 at any given time. A personal advance may be issued only upon determination by the Center Director or designee that practical alternatives are not available to the student; that failure to satisfy the financial obligation would unduly interfere with the student's successful enrollment in Job Corps; and that there is a reasonable expectation that the students will be able to repay the advance. The student will repay the indebtedness to Job Corps from his/her bi-weekly pay.
39. If a student-employee seriously threatens person or property he/she can be physical restrained by any staff.

Organization of Student-Employees Center Discipline System

Job Corps Center is committed to providing a safe, secure, productive living and learning environment. All staffs are expected to actively participate in the process of discipline. The process of discipline is as follows:

- * Counseling
- * Behavior Management Council/Peer Court (for minor infractions)
- * Center Standards Incentive Officer
- * Redirect Program
- * Behavior Review Panel
- * Center Director
- * Department of Labor

Center Staff

All center staff are required to participate in the administration of discipline. Staff are to close out incidents immediately with student and staff. If there is a student to student issue mediation will be conducted immediately to resolve this problem. If there is a student staff issue, mediation should be conducted and expectations given to both staff and student. **Staff should counsel student-employees during the first minor offense. Staffs are not to treat student-employees like they are their children but treat them with respect and dignity like they want to be treated.**

Peer Court

Peer Councils are made up of a group of three student-employees and one staff advisor. If a minor offense cannot be resolved, or if the issue is a persistent one, it will be brought before the Council. Student-employees are encouraged to participate in leadership activities, including Peer Council.

Student Human Resource Officers (SHRO)

The Center Standards Incentive Officers oversee the entire disciplinary system. If a minor issue continues with no resolution (third minor offense) then the SHRO become involved. In the event of a major issue, the SHRO automatically become involved. There are a variety of sanctions available to the SHRO, including but not limited to: fine, extra duty, community service, probation, restrictions and **termination**.

Behavior Review Panel (BRP)

There are two (2) types of Boards:

1. In the event of a Zero Tolerance violation, a fact-finding board will be convened to determine guilt or innocence. An automatic termination will occur with a guilty finding.
2. In the event of other types of violations, a BRP will be convened and a determination of guilt or innocence, as well as recommendation for retention or termination will be decided.
3. A BRP consists of a Chairperson, at least one staff member and a student body representative from Student Government Association. Some violations require convening of a BRP within 3 to 5 training days, while others are due within 10 days. **A majority vote will determine the outcome but the SHRO department has the right to ask the board to consider newly developed evidence to prove innocence or guilt.**

Center Director (CD)

In the event of a recommendation for termination by a BRP, the Center Director can overturn the board's decision to terminate or retain. The CD is required to uphold any **ZERO TOLERANCE** terminations.

Student-Employees' Rights

In the event of a BRP, a student has the following rights:

If present (Non-Zero Tolerance Board)

- * Be represented by a staff member of your choice, if available; if not, one will be appointed.
- * File a written or make a verbal statement with or without help from others.
- * Call witnesses on your behalf.
- * Confront, question, and cross-examine witnesses against you.

- * Stand silent at the hearing without the risk of penalty.
- * If recommended to terminate or retain, appeal to the Center Director.
- * If recommended to terminate or retain, appeal to the Regional Office of the Department of Labor.

If not present

- * Be given the opportunity to make a written statement.
- * Appeal the decision to terminate to the Regional Office of the Department of Labor.

When placed on an unpaid leave for investigation purposes such as a Behavior Review Panel, you will be charged all travel costs upon return to the program.

Regional Appeal Board

When termination is recommended by the BRP and the Center Director concurs, the student can then request an appeal. The student is sent a notification in writing of the Appeal Board's decision and an appeal package, which the student is responsible for sending to the Regional Office for a final decision.

Student Appeal Procedure

These are the appeal steps available to the student:

1. Student-employees sanctioned by a staff member can appeal to their superior. Student-employees sanctioned by the Peer Court may appeal to the SHRO.
2. Student-employees have up to two (2) working days in which to appeal the recommendation of the Peer Court to the SHRO.
3. ***Student-employees sanctioned by the SHRO may appeal to the BRP.***
4. Student-employees have up to two (2) working days in which to appeal the recommendation of Behavior Review Panel to the Center Director.
5. Student-employees have 30 days to appeal the decision of the Center Director to the Regional Appeal Board. Student-employees have the right to have assistance in preparing a written appeal to the Region.

If the student chooses not to appeal the Center Director's decision, it becomes final and the student must be terminated and sent home. If a student initially chooses not to appeal and accepts termination, but later wishes to appeal, the student must send an appeal statement to the Regional Appeal Board within 30 days of termination. The address will be provided to the student upon request.

AWOL and TARDY/ABSENT

When you are given a Pass or Leave, you promise to come back by a certain date. If there is some reason you cannot get back to the Center on time, you are responsible for notifying the Center immediately.

If you do not return and do not notify the Center, you are AWOL (Absent Without Official Leave).

For every day that you are AWOL, you will lose pay.

The **first** day a student employee is absent from the Center, he or she will be placed on Temporarily Unaccounted For (TUF). Upon return to the Center, the student will be counseled for their actions. The second time this incident occurs, a negative incident report will be written on the student by the IL staff and the student will be referred to peer court for disciplinary action.

The second day (after 24 hours) that a student is away from Center, he or she is considered to be AWOL, just as you would be considered absent from your job without reason. During this time pay stops accruing. A negative incident will be written on a student by IL staff and student will be placed on one SHRO contract and the second time the student-employee will appear before a BRP. The board will make a recommendation to retain or terminate student-employee. Counseling should occur at some point during this process and document it in student's file.

Case Managers try to contact all AWOL student-employees at home, to find out why they have not returned, and to determine if the Case Manager can help with any problems.

After a student has been on AWOL status for 24 hours, his or her belongings will most likely be inventoried, packed and placed in a secure storage area. Their room will then be used to house another student.

You will also be terminated if you have been in AWOL status for a total of 12 training days in a 180-day period or 6 consecutive training days.

After 6 consecutive training days of AWOL, student-employees are terminated from the Job Corps program, effective on their 6th day of AWOL.

IL staff will automatically inventory, pack and box student-employees belongings and send them to their current address on file unless otherwise stated by the student-employee. The student's personal belongings will not be held more than thirty days on Center. The progressive discipline system will be followed. The progressive discipline system consist of training, counseling, peer court, Departmental PIP, SHRO (performance improvement plan (PIP) and behavior modification training), Redirect Program, BRP, PIP, BRP and Termination. The level of infraction will determine where the student will begin in the progressive discipline system.

TARDY/UNEXCUSED ABSENCE

If a student is late for class without a pass, he/she will be counseled, placed on a performance improvement plan and referred to peer court by the Career Training Department. A student-employee will only be allowed to attend peer court for minor offenses three times. On the third tardy, unexcused absence, student will be written a negative and will be sanction by Behavior Management. If a student-employee wishes to appeal the peer court decision, the student-employee will meet with the Center Standard Officer. Students will receive counseling and documentation will become art of the student's record/file.

INFRACTIONS OF LEVEL I, II AND III

LEVEL I INFRACTIONS = ZERO TOLERANCE

A student will be removed from the center immediately and terminated from the program within 3 days. Student-employees arrested for felonies or misdemeanors and subsequently found not guilty may be re-established per PRH-6.4.

Level I Infractions

- M1 Possession of a gun or illegal weapon on the center or while under center supervision
- M2 Physical assault that causes bodily harm to staff or student
- M3 Sexual assault of a criminal nature
- M4 Robbery or extortion
- M5 Arson
- M6 Arrest for a felony on or off the center
- M7 Possession, distribution, or sale of drugs on center or under center supervision
- M8 Conviction of drug use, possession, or sale off the center (felony or misdemeanor)
- M9 Use of drugs as evidenced by a positive drug test conducted by the end of the initial probationary period (prior to 45 days) or the suspicion intervention period

Level I Sanctions

1. Termination (M1 thru M8 Not Eligible for readmit)
2. Termination M9 is eligible for readmit after one year.

LEVEL II INFRACTIONS = FACT FINDING BOARD OR BRP

Student is removed from the center immediately if determined to be a threat to self or others this is when the SHRO department will hold a FFB without the student being present. If determined that the student is not a threat to self or others then the student will remain on center until a BRP is held and it is determined by the board to terminate or retain in the program. Student is eligible for readmit after one (1) year.

- S1 Threat of assault with intent to intimidate or coerce any student or staff
- S2 Physical assault with intent to cause bodily harm to student or staff
- S3 Sexual harassment
- S4 Possession of items that could be used as a weapon on center or under center supervision
- S5 Fighting
- S6 Theft or possession of stolen goods
- S7 Inciting a disturbance or creating disorder
- S8 Hazing, initiation and harassment (without assault)
- S9 Loan sharking
- S10 Destruction of government or private property
- S11 Arrest for a misdemeanor on or off the center
- S12 Gang activity including wearing of gang clothing, colors, or making signs or handshakes that are associated with known gangs.
- S13 A pattern of inappropriate behavior, failure to follow center rules or lack of full participation in required center activities as determined by the center director or designee

- S14 Inhalation of volatile, intoxicating substances on center or under center supervision
- S15 Use, possession or sale of alcohol on the center
- S16 Adulterating TEAP specimens
- S17 Possession of drug paraphernalia and/or engaging in practices imitating (pretense) drug abuse/misuse behavior
- S18 Violating city, state and federal ordinance
- S19 Refusing mandatory examinations

LEVEL II SANCTIONS:

- 1. Loss of pay (\$5.00 fine)
- 2. 30 days restriction
- 3. Suspension of activities
- 4. 30 days probation
- 5. Extra work (up to 60 hours)
- 6. Written and verbal apology
- 7. Change work hours (7:45 to 4:15)
- 8. Personal Improvement Plan (PIP)
- 9. Additional Training (Core Values, CSS, etc.)
- 10. Referred to Group Sessions (example: Anger Management)
- 11. Referred to Counselor
- 12. Other sanctions as assigned

Level III Infractions = Sanctions in accordance with Center Policy up to BRP

Student-employees can be placed on a SHRO contract or sent before a BRP.

- L1. Gambling
- L2. Using profanity, abusive or obscene language
- L3. Ethnic agitation including racial name calling and racial remarks
- L4. Refusal to perform assignment or failure to follow instructions
- L5. Absent from assigned activity, including work, classes, medical, and counseling appointments.
- L6. Disruptive behavior that interferes with the learning of others. This behavior is inclusive of but not limited to classroom behavior, trades behavior, school to work behavior, athletic behavior, lunch behavior or any behavior that would stop the normal routine of teaching or learning process.
- L7. Being in an unauthorized or off limits area
- L8. Violation of safety rules
- L9. Overt sexual behavior
- L10. Cutting lines
- L11. Hitchhiking
- L12. Maintaining or operating a private vehicle on center
- L13. Violation of center standards of dress and appearance
- L14. Unauthorized absences from training or center
- L15. Other actions or behaviors established by the center director
- L16. Alcohol intoxication on center or under center supervision
- L17. Resisting control or restraint during an incident or interfering with an investigation

L18. Horse playing

LEVEL III SANCTIONS:

1. Loss of pay (\$4.00 fine)
2. 20 days restriction
3. Suspension of activities
4. 20 days probation
5. Extra work (up to 30 hours)
6. Written and verbal apology
7. Change work hours (7:45 to 4:15)
8. Personal Improvement Plan (PIP)
9. Additional Training (Core Values, CSS, etc.)
10. Referred to Group Sessions (Example: Self-Esteem)
11. Referred to Counselor
12. Other sanctions as assigned

Minor Violations - Review by Peer Court Sanctions:

If a minor issue continues with no resolution (third minor offense), the SHRO becomes involved.

- C1 Late to assigned training area/class
- C2 Littering on or off center
- C3 Excessive noise that interferes with the rights of others
- C4 Smoking in an unauthorized area
- C5 Inappropriate public displays of affection (hugging, kissing and/or entanglement)
- C6 Violation of cafeteria rules
- C7 Violation of transportation policy
- C8 Failure to remove hats, bandannas, scarves or head gear
- C9 Violation of recreation policy
- C10 ID violation
- C11 Violation of dorm rules
- C12 Excessive absentees
- C13 Work Site/Classroom Violation

LEVEL III Minor SANCTIONS (1st Minor offense):

1. Loss of pay (\$1.00 fine)
2. 5 days restriction
3. Suspension of activities
4. 5 days probation
5. Extra work (up to 5 hours)
6. Written and verbal apology
7. Change work hours (7:45 to 4:15)
8. Additional Training (Core Values, CSS, etc.)
9. Referred to Group Sessions (Example: Self-Esteem)
10. Referred to Counselor
11. Other sanctions as assigned

LEVEL III Minor SANCTIONS (2nd Minor offense):

1. Loss of Pay (\$2.00 Fine)
2. 10 days restriction
3. Suspension of activities
4. 10 days probation
5. Extra work (up to 10 hours)
6. Written and verbal apology
7. Change work hours (7:45 to 4:15)
8. Additional Training (Core Values, CSS, etc.)
9. Referred to Group Sessions (Example: Self-Esteem)
10. Referred to Counselor
11. Other sanctions as assigned

LEVEL III Minor SANCTIONS (3rd Minor offense):

1. Loss of pay (\$3.00 fine)
2. 15 days restriction
3. Suspension of activities
4. 15 days probation
5. Extra work (up to 15 hours)
6. Written and verbal apology
7. Change work hours (7:45 to 4:15)
8. Additional Training (Core Values, CSS, etc.)
9. Referred to Group Sessions (Example: Diversity)
10. Referred to Counselor
11. Other sanctions as assigned

SANCTIONS PROHIBITED:

- Corporal punishment and measures designed to humiliate or degrade the student-employee is prohibited.
- Physical force or solitary isolation is prohibited. Physical restraint may be used only to the minimum extent necessary and only in situations that seriously threaten persons or property.
- Dorm cleanup, KP, or other regular housekeeping chores is prohibited as a punishment. The key to the above is regular housekeeping. If a student has a particular chore, then staff cannot give a student the chore as a punishment.
- Suspension of privileges for the dining hall, use of the laundry room, canteen, voting, religious services, or pays and allowances are prohibited.
- A restriction to the center in excess of 30 days is prohibited.
- A fine in excess of \$5.00 per offense or per pay period is prohibited.
- Restitution in excess of \$500.00 is prohibited.

- Forcing a student to resign from the program is prohibited.

CENTER WIDE INCENTIVE PROGRAM

The purpose of the program is to promote a standard of conduct, which is expected and accepted in the workplace, and to recognize student-employees for positive behavior and performance.

All Departments:

1. Staff will give student-employees merit points for demonstrating excellent employability/career success standards skills, exceeding work expectations, and volunteer services.
2. Staff will keep a weekly spreadsheet of student-employees' merit points and submit them to behavior management each month.
3. Staff will enter one positive in CIS on each student for the total amount of merit points earned for the month.
4. Staff may deduct merit points from student-employees' total merit points weekly for minor negative behavior to give student-employees an opportunity to change his/her negative behavior before writing a negative incident report.
5. Staff should not deduct merit points and give student-employees a negative incident report for minor incidents.
6. Student-employees will be disciplined by the progressive discipline system if staff chooses to write a negative incident report.
7. Staff must give student-employees points according to established guidelines so the system will be consistent and fair to the student-employees.
8. Student-employees receiving 500 points or more will receive their incentive during the monthly award ceremony.
9. Student-employees receiving less than 500 points will receive their incentive from the department in which he/she received the merit points.
10. If student-employees wish to cash in their merit points, staff will complete Cash-In form and submit it to behavior management.
11. Each department will decide how they will distribute less than 500 merit point incentives.
12. Student-employees may choose to carry over their merit points until they reach the desired points to receive the preferred incentive.
13. Each department may give individual and group incentives.
14. Staff may not give student-employees more than 100 points per week.
15. Staff may not give student-employees points for the ordinary clean up of the center. They may receive points for extra things that they may do. (Example: if a student is assigned to clean an area, then the staff should take the necessary steps to ensure that student-employee does their chores.) The system was not design to pay student employees for the upkeep of where they live. The system was designed to give them recognition for doing more than what is required of them.
16. Students may not receive their incentives until they have completed their sanctions for any minor or Level-III infractions.
17. Student-employees will lose their merit points if they go before a FFB/BRP for a

Level-I and Level II infraction. Student will have a start all over with their points.

SHRO Department

1. SHRO secretary will compile student-employees' monthly merit points and distribute monthly to all staff.
2. SHRO secretary will keep incentives on hand to give to departmental staff to distribute to student-employees with less than 500 merit points.
3. SHRO will give student-employees with 500 merit points or more their incentive each month during the award ceremony.
4. SHRO secretary must receive request form to cash out 500 or more merit points each month otherwise student-employees will have to wait until the next month.
5. SHRO will work with the desktop publisher instructor to create incentive booklets for student-employees to inform them of the incentives available to earn.
6. SHRO secretary will automatically give student-employees merit points for being on Phase 2-4 each evaluation period.

Examples of How Student-Employees Can Earn Merit Points:

1. Completed 10 Pace modules a week – receive 10 merit points
2. TABE test out to next level – receive 10 merit points
3. Perfect attendance for the week (cannot be tardy) – receive 10 merit points
4. I demonstrated Integrity by being honest to staff the entire week – receive 10 merit points
5. Demonstrated commitment by staying productive all day during class – receive five (5) merit points
6. I demonstrated growth by applying what I learned in class on the job – receive 25 merit points
7. I demonstrated respect by showing respect to others whether or not they showed me respect – receive 10 merit points.
8. I demonstrated accountability by being accountable for my actions and choosing the easy right instead of the easy wrong – receive 15 merit points
9. I wore my uniform correctly the entire week – receive five (5) points
10. I wore my ID where it was visible – receive (two) 2 points

EXAMPLE OF INCENTIVES STUDENT-EMPLOYEES CAN OBTAIN:

<u>GIFTS</u>	<u>POINTS</u>
Laptop	10000
I-POD	5000
Mall Gift Card (\$200.00)	4000
Roundtrip Ticket Home (\$150 - \$200.00)	4000
Portable DVD Player	4000
13" Television	3000
Mall Gift Card (\$100.00)	2000
Three Piece Suitcase	2000
Hair-style (2)	2000
Roundtrip Ticket Home (\$75.00 - \$100.00)	2000

Wall-mart Gift Card (\$100.00)	2000
Two Piece Suitcase	1500
Wall-mart Gift Card (\$75.00)	1500
Mall Gift Card (\$75.00)	1500
Gift Card for Longhorn for two	1500
Gift Card for Red Lobster for two	1500
Pre-paid Cellular Telephone	1500
Wal-mart Gift Card (\$50.00)	1000
Mall Gift Card (\$50.00)	1000
Gift Certificate at Ruby Tuesday for two	1000
Gift Certificate at Ryan's for two	1000
Roundtrip Ticket Home (\$50.00 or less)	1000
Gift Certificate at Applebee's for two	1000
CD Player	1000
Wal-mart Gift Card (\$25.00)	501
Mall Gift Card (\$25.00)	501
Hair-cut (2)	501
Gift Certificate for a manicure	501
Gift Certificate for a pedicure	501
Executive Bag	500
Sports Bag	450
Executive Portfolio	400
Folding Chair	350
Portfolio	300
Positive T-shirt	200
Calculator	150
Alarm Clock	100
Pens	50
Movie Pass	50

PASS PHASE SYSTEM:

Independent Living Department

The Residential Living Manager will ensure that the student-employees' evaluation is completed on time and submitted to the Career Counseling Department. The Independent Living Department will receive a student-employees' evaluation list from the Career Counseling Department. The Residential advisor will complete student-employees' evaluation and forward the CAE score sheets to the Career Counseling Department.

Student Training Department

The Department Managers will ensure that the student-employee's evaluation is completed on time and submitted to the Career Counseling Department. The Student Training Department will receive a student-employee's evaluation list from the Career Counseling Department. The instructors will complete student-employee's evaluation and forward the CAE score sheets to the Counseling Department.

Career Counseling Department

The Career Counselors will total the score sheets from the instructors and the residential advisor and give the student-employees an average score. The Career Counselor will then discuss the Career Assessment Evaluation (CAE) scores with the student-employees. The student-employees will receive a copy of their overall CAE score and the Career Counselor will input the score into CIS. The Career Counseling secretary will forward a list of evaluation scores to SHRO secretary by Friday of each week until the system is functioning properly.

Center Standards Incentive Office

1. The SHRO Department will print a list of weekly CAE scores once CIS is functioning properly. The CAE scores along with the student-employee discipline record will determine what phase a student-employee will be placed on.
2. A student-employee can be on the following phases: Trainee, Probation, Merit 2, 3, and 4.
3. Student-employees will receive their merit points each month by the SHRO secretary.
4. A student-employee phase can change each Wednesday from week to week based on the amount of negatives, AWOLs, absents and tardies. Student-employees can use community service hours one time per evaluation period (every 60 days) to remove them from probation phase.
5. All staff will ensure that a designated staff posts a copy of the phase list in their area each month. Staff may pull the list from CIS under the student-employee conduct module.
6. If a student-employee in CPP has been fast tracked, the student-employee evaluation will be completed before the student-employee moves to the academic or trade area. If a student-employee CAE is at least a 3.0, the student-employee will be placed on Phase 2 after he/she has been in the program at least 45 days.
7. **All student-employees may start on phase 4 if he/she meets all of the criteria listed below.**
8. All advance student-employees from another Job Corps Center will be placed on phase 4.
9. Student-employees will be demoted to Probation Phase if found guilty at any time for a level-I or level-II infraction. Student-employees whose terminations are overridden by the Regional Office will be restored to their departure phase.
10. Student-employees on probation phase can have a special pass (At Independent Living Discretion) only to worship services or recreation trip supervised by staff.

TRAINEE PHASE

Student-employee is in the Career Preparation Period (CPP) and has been enrolled in the program less than 45 days. On this phase the student-employee has no privileges and they can only go off center on a supervised trip. The student-employee CAE will be completed by the 45 day.

PROBATION PHASE

Student-employees are placed on Probation Phase when they have received four or more negatives or received a BRP and found guilty, one or more AWOLs, four (4) or more tardiest, four (4) or more absents or CAE is 2.9 or below.

CRITERIA AND ELIGIBILITIES FOR EACH PHASE.

PHASE 4

1. Achieve an average score of 4.0 to 5.0 points on the CAP.
2. Found guilty of no Level I,II or III Infractions within the current CAP.
3. Found guilty of no minor infractions within the current CAP
4. Incur no AWOL, Tardy or Absent.

PHASE 4 Eligibility

1. Receive 40 merit points
2. Eligible for Leisure Time Employment Program.
3. Eligible for Independent Living honor dorm
4. Eligible for an Off-Center Pass Monday thru Sunday. Student-employee must leave the center after the training day and return by Curfew.

Weekend Pass does not apply to minors with no notarized parental consent form on file.

PHASE 3

1. Achieve an average score of 3.6 to 3.9 points on the CAP.
2. Found guilty of no Level I, II or III Infractions within the current CAP.
3. Found guilty of no more than 1 minor infraction within the current CAP.
4. Incur no AWOL.
5. Incur no more than 1 tardy or absent.

PHASE 3 Eligibility

1. Receive 30 merit points
2. Eligible for Leisure Time Employment Program.
3. Eligible for Independent Living honor dorm
4. Eligible for an Off-Center Pass Tuesday thru Sunday. Student-employee must leave the center after the training day and return by Curfew.

Weekend Pass does not apply to minors with no notarized parental consent form on file.

PHASE 2

1. Achieve an average score of 3.0 to 3.5 points on the CAP.
2. Found guilty of no Level I or II infractions within the current CAP.
3. Found guilty of no more than 3 minor infractions within the current CAP
4. Incur no more than 3 tardy or absent
5. Incur no AWOL

PHASE 2 Eligibility

1. Receive 20 merit points
2. Eligible for an Off-Center Pass Wednesday thru Sunday. Student-employee must leave the center after the training day and return by Curfew.

Weekend Pass does not apply to minors with no notarized parental consent form on file.

WHEN YOU ARE READY TO GRADUATE

When you are near completion of your Academic and Vocational training, you will begin preparation to enter the Career Transition Phase (CTP). During this time you will receive a refresher course on your employability skills, finalize your employability kit (resume, cover letter, letters of recommendation, etc.) and enter the 5-week Career Transition Readiness class.

The Career Transition Readiness Class is designed to ensure that you are ready to leave the Turner Job Corps and begin your career. During the 5-week class you will brush up on your interview skills through mock and real interviews and job searches via the Internet, One Stop Career Center, newspapers and “cold calling”. Your goal during this period should be to secure employment prior to leaving the center.

To assist you in your career search, you will be assigned to a Career Transition Specialist (CTS) who is located on center. If you do not find a job before you graduate, then the CTS at Turner will contact the CTS in your hometown to assist you when you graduate. Other agencies that can help are listed below:

NJCAA: National Job Corps Alumni Association is for all Job Corps graduates. Some cities have chapters that hold meeting for Job Corps graduates. You will hear more when it is time to graduate and you will receive the forms to join.



THIS COULD BE YOU!

GRADUATION CEREMONY:

A formal graduation ceremony is held two times per year (February and August). In order to be eligible to participate in the graduation ceremony, you must have completed the program in good standing by obtaining your High School Diploma or GED and a vocational completion. Student-employees who are disciplinary terminations are not permitted to participate despite academic and vocational achievement.

Appendix A

Ms. Wooten:'s Statement: Use additional pictures to reflect your student population.